

CALFRESH (CF) PROGRAM

REQUEST FOR POLICY/REGULATION INTERPRETATION

INSTRUCTIONS: Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. If additional space is needed, please use the second page. Be sure to identify the additional discussion with the appropriate number and heading. Retain a copy of the CF 24 for your records.

- Questions from counties, including county Quality Control, must be submitted by the county CalFresh Coordinator and may be submitted directly to the CalFresh Policy analyst assigned responsibility for the county, with a copy directed to the appropriate CalFresh Policy unit manager.
- Questions from Administrative Law Judges may be submitted directly to the CalFresh Policy analyst assigned responsibility to the county where the hearing took place, with a copy of the form directed to the appropriate CalFresh Bureau unit manager.

1. RESPONSE NEEDED DUE TO: <input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:	5. DATE OF REQUEST: 12/2/16	NEED RESPONSE BY: 12/16/16
2. REQUESTOR NAME:	6. COUNTY/ORGANIZATION: Lake County Dept of Social Services	
3. PHONE NO.:	7. SUBJECT: Adding a person	
4. REGULATION CITE(S): 63-300.1	8. REFERENCES: (Include ACL/ACIN, court cases, etc. in references) NOTE: All requests must have a regulation cite(s) and/or a reference(s). ACL 12-59 ACL 13-26 ACL 14-77	

9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):

63-300.1 Regarding the general application process states that the application process includes filing and completing an application, being interviewed, and having certain information verified. Is a paper application signed by the head of household such as the CW 8 and CW 8A required to add a member to a CalFresh household if the report of the additional member was not made on the SAR 7 or the CF 285?

10. REQUESTOR'S PROPOSED ANSWER:

No it is not required. The CW 8 and the CW 8A are recommended forms. All that is required to apply for CalFresh is a Name, Address, and Signature. Since the signature has already been obtained on either the SAWS 1, CF 285, or SAWS 2 PLUS at the initial certification it is not necessary to obtain an additional signature to add the additional member.

11. STATE POLICY RESPONSE (CFPB USE ONLY):

CDSS agrees with the proposed answer. An additional paper application, such as the CW 8 or CW 8A, is not required for the mid-period addition of a new household member.

Household composition changes voluntarily reported by the household mid-period are considered Verified Upon Receipt (VUR) and require no further verification. The CWD shall take action on the case to add or remove the household member in which appropriate (i.e. 10 day) notice can be provided. Note that while household composition changes are considered VUR and require no further verification, the CWD must follow-up to determine any changes to CalFresh benefits resulting from other eligibility factors, such as new or lost income. For example, if a new household member has income additional verification of the new household member's income may be required to determine the impact on CalFresh benefits.

FOR CDSS USE

DATE RECEIVED:

DATE RESPONDED TO COUNTY/ALJ:

12/2/16

AF 12/14/2016